



Graphic/MultiMedia Specialist

Details

Job ID : 281

Title : Graphic/MultiMedia Specialist

Job Code : 1240

Salary : \$3,149.00 (Monthly)

Grade : 12

Tenured : YES

Job Departments

- Court Services - Education

Purpose

RESPONSIBLE FOR PROVIDING SYSTEM COMMUNICATIONS AND PRODUCTION OF COLLATERAL MATERIALS FOR THE COURT OF JUSTICE.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : None

Experience : 5 Years of Related Experience

Job Required Knowledge

- GRAPHIC, VIDEO, OR DIGITAL MEDIAL SOFTWARE SUCH AS FINAL CUT PRO AND PHOTOSHOP

Job Skills/Abilities

- ADVANCED COMPUTER SKILLS, COMMUNICATION SKILLS, AND PUBLIC RELATIONS SKILLS

Job Preferred Knowledge

- COURT SYSTEM

Job Duties

- PLANS, PREPARES, AND CREATES THE DESIGN AND PUBLICATION OF A WIDE VARIETY OF COMPLEX GRAPHIC ARTWORK AND AUDIO-VIDEO PRODUCTIONS
- CONSULTS WITH DEPARTMENT STAFF REQUESTING ARTWORK IN THE CREATION, PLANNING AND DEVELOPMENT OF MATERIALS, ILLUSTRATIONS, AND PUBLICATIONS THAT INCORPORATE GRAPHIC ARTWORK OR AUDIO-VISUAL COMPONENTS
- SERVES AS A TECHNICAL EXPERT FOR ASSIGNED WORK AREAS, SUCH AS DIRECTING A PHOTOGRAPHIC OR VIDEO SHOOT, PROVIDING AUDIO-VISUAL MEDIA SUPPORT FOR PRESENTATIONS FROM THE PREPARATORY PHASES TO PRODUCT DELIVERY
- PREPARES DIGITAL FILES FOR PRINTING AND WEB-BASED GRAPHICS, IMAGE COLLECTIONS, MULTIMEDIA PRESENTATIONS, CD-ROM'S OR OTHER ELECTRONIC MEDIA
- ARRANGES MULTICOLOR PRINTING WITH BOTH INTERNAL AND EXTERNAL PRINT SHOP SERVICES, WORKING WITH EXTERNAL RESOURCES AND ASSISTING WITH PRINTING AND PRODUCTION SPECIFICATIONS
- MAINTAINS IMAGE LIBRARY OF GRAPHIC DESIGN, ARTWORK, PUBLICATIONS, AND AUDIO-VISUAL ARCHIVE
- RECOMMENDS THE PURCHASE OF RELATED SOFTWARE AND HARDWARE
- SET UP AND OPERATE ALL EQUIPMENT FOR THE PURPOSE OF FILMING AOC EVENTS OR STAGED SESSIONS FOR TRAINING, THE COMMUNICATION OF INFORMATION OR BACKGROUND FOR FUTURE EVENTS. EQUIPMENT, AT PRESENT, CONSISTS OF VIDEO CAMERAS, SOUND ACQUISITION, LIGHTING, TELEPROMPTER, AND FIELD MONITOR.
- POSSESS KNOWLEDGE OF VARIOUS DIGITAL FORMATS, INCLUDING BUT NOT LIMITED TO: DV, DVCAM, MINIDV, & HD.
- POSSESS A RUDIMENTARY UNDERSTANDING OF AUDIO ACQUISITION & THE ADJUSTMENTS NECESSARY TO OBTAIN THE SAME.
- SHOULD HAVE SOME INHERENT ARTISTIC TALENT, ABLE TO SET UP PLEASING SETS FOR BACKDROPS, GOOD FRAMING INSTINCTS, ABLE TO LIGHT SUBJECT(S) TO CREATE AN ATMOSPHERE CONDUCIVE TO GOOD FILM QUALITY AND COMPLIMENTARY TO SUBJECT BEING FILMED.



Job Duties

- GENERAL KNOWLEDGE OF EDITING TECHNIQUES IS HELPFUL BUT NOT NECESSARY FOR APPLICANT. HOWEVER, THE PROCESS OF LEARNING HOW VIDEO IS EDITED, PRODUCED AND DISTRIBUTED WILL BE ONGOING.
- MUST BE ABLE TO WORK CLOSELY WITH TALENT, WHO AS A WHOLE ARE AMATEURS, UNUSED TO BEING IN FRONT OF A CAMERA AND ARE USUALLY NERVOUS. A PLEASING PERSONALITY IS A BONUS IN THIS PERSON. MUST BE PATIENT IF MANY TAKES ARE NECESSARY TO CAPTURE GOOD FOOTAGE.
- APPLICANT SHOULD BE CONSCIENTIOUS, THE EQUIPMENT IS EXPENSIVE AND DOES NOT REACT WELL TO ABUSE.
- PERSON SHOULD BE ORGANIZED, BE ABLE TO TAKE GOOD NOTES WHEN MANY TAKES ARE REQUIRED, ASSEMBLE MANY TAPES OF FOOTAGE TO HAND OFF TO THE EDITOR OF POST PRODUCTION.
- SOME LIFTING AND OR MOVING OF EQUIPMENT IS REQUIRED.
- BE ABLE TO WORK HOURS NOT WITHIN THE CONTEXT OF 8-4:30. TRAVEL IS A REQUIREMENT.